

# **JOB OPPORTUNITY**

## **STATE OF HAWAII**

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**DLIR**

Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 21, 2005  
Amended: October 1, 2006

Recruitment Number: 603  
Class Code: 2159:041890:23

**Last Day to File Application: Continuous Recruitment Until Needs Are Met**

### **OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST V**

**\$3,957 Per Month (SR-24)**

**(Salary Reflects Shortage Category Differential)**

**OAHU (Downtown Honolulu) Employment Only**

Job Duties: Plan, supervise, coordinate and conduct program development and evaluation activities relating to all aspects of a statewide OSH program; recommend and assist management in implementing new, improved or remedial plans of action; direct the development and revision of policies, rules and regulations, procedures and guidelines; advise on and coordinates budget formulation and expenditure plans, and perform other related duties as assigned.

Experience Requirement: Except for the substitutions provided for in this specification, applicants must have had progressively responsible work experience of the type, quality and amount described below.

General Experience: Four years of progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

Occupational Safety and Health Experience: Two and one-half years of work experience which demonstrates possession of knowledge of the Federal and/or State OSH laws, rules, regulations and standards. Possession of these kinds of knowledges may be demonstrated by, but not limited to, the following kinds of experience.

1. Inspecting work sites and/or environment for compliance with OSH laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with OSH laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of trouble-shooting and repair techniques and

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procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.

3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

Program Specialist Experience: One year of professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a supervisor/manager/administrator or program analyst/planner or other management advisor but must have involved performing professional work concerned with program interrelationships, effectiveness or intraprogram integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions. Examples of persons performing this type of work in a staff agency or office are program evaluation, program budget or organizational/management analysts; examples of persons in direct services programs are a staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like or a supervisor whose work regularly included evaluating and monitoring the progress of the assigned program area, preparing progress reports, identifying problem areas and taking steps or recommending actions to resolve them and preparing plans for the assigned program or function.

Supervisory Experience: Applicants must demonstrate supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Supplemental Form: Applicants must submit at the time of application the Supplement to the Application for the Occupational Safety and Health Program Specialist V.

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Non-Qualifying Experience: Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health; e.g., traffic safety, nursing, etc., will not be considered qualifying of OSH Experience.

Substitutions Allowed:

Substitution of Education for General Experience: Successful study at an accredited college or university may be substituted for general experience at the rate of 30 semester credit hours for one year of general experience up to a maximum of four years.

Substitution of Education for OSH Experience:

1. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for ½ year of the OSH experience.
2. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for 1-1/2 years of OSH experience.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Physical Requirements: Applicants must be physically able to perform efficiently the duties of the position. Good distant vision in one eye, ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to distinguish colors are required. Ability to hear the conversational voice, with or without a hearing aid is required. In most instances an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to self or to others will disqualify for appointment. In addition, applicants must possess emotional mental stability.

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